

TAA: Entering TRAR

1. Find Client -- *Always make sure all necessary info is on the application screen*
2. Ensure that the training plan, TRAB and TRAA have all been entered with the correct start and end dates. The TRAB and TRAA end dates should be the last WE the claimant received each of those benefits. Keep a paper copy of KVP450 that show the first and last dates of each level of TRA.
3. Service Screen – add new service
 - a. Begin Date: the date TRAR begins
 - b. Service/Activity Title: Remedial TRA, search
 - TAA service
 - Additional TRA, search
 - >select the request TRAR session
 - c. Funding Stream: TAA
 - d. Summary Description: TRAR
 - e. Planned End Date: the earlier of the date the TRAR ends or school ends
 - f. Service Note: start TRAR benefits
4. Extend end date of current HCTC service. If you are not able to change the end date because of prior ownership, contact the state TAA coordinator.
5. Case Notes: Starting their TRAR because....

HINT: You can group several like transactions so you can cut and paste your service notes.

Follow standard protocol for submitting the request to state TAA and Federal Claims. Make sure you have documentation that the person applied for training with 210-days of layoff or certification.